



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Authorize Funds From The Protocol Account And Direct The City Clerk To Coordinate The Annual City Employee Appreciation/Holiday Reception (Approx. \$1,500)

MEETING DATE: November 5, 2003

PREPARED BY: City Clerk

RECOMMENDED ACTION: That the City Council, pursuant to Resolution No. 2000-126, authorize funds from the Protocol Account and direct the City Clerk to coordinate the annual City Employee Appreciation/Holiday Reception.

BACKGROUND INFORMATION: The City Clerk's Office annually coordinates a City employee appreciation/Holiday reception on behalf of the City Council. The event this year is tentatively scheduled for December 19. Attendees (estimated at 150) generally include City employees who work at City Hall and adjacent buildings. In an effort to recognize City employees who work at off-site facilities, Holiday cookies will be delivered to Parks and Recreation, Municipal Service Center, Animal Shelter, Community Center, White Slough, and our four Fire Stations.

Below is an estimate of the costs related to this event:

Catering:	Appetizers, beverage, and tax	\$1,100
Cookies:	38 dozen	\$ 400
Total Estimate =		<u>\$1,500</u>

FUNDING: \$1,500 from the Protocol Account 100120.


Vicky McAthie, Finance Director


Susan J. Blackston
City Clerk

SJB/jmp

APPROVED: _____

H. Dixon Flynn -- City Manager